



New style Employment and Support Allowance



Department
for Work &
Pensions

Before you start

This is a claim form for new style Employment and Support Allowance (new style ESA).

Notes for you to keep

Please make sure you read these notes before you fill in your claim form. They tell you the steps you will need to take to claim new style ESA. They also contain useful information to help you understand what happens during your claim, and telephone numbers that you may need to use in the future.

How to claim new style ESA

Step 1 - Book a New Claim Appointment

To make your claim you need to take your completed form to a New Claim Appointment at your local jobcentre. They will check your claim form and look at the supporting information you have provided. They will also talk to you about what help they can give you while you claim new style ESA. Your appointment may last up to 1 hour and 20 minutes.

If you do not have details of an appointment yet, you should contact us to arrange one.

If you are already getting Universal Credit you may not need to make an appointment. Use your online Universal Credit account to contact us for more information on what to do with this claim form and if you need to make an appointment.

- **If you got this claim form online:** book a New Claim Appointment **straight away** by calling: **0800 328 5644** (press option 2 then option 6) or Textphone: **0800 328 1344**.
- **If you have already called us to get this claim form sent to you:** someone will get in touch with you through your preferred method of contact (for example, phone, letter or email) to tell you about your New Claim Appointment. You do not need to call us. If you have not heard about your New Claim Appointment within 1 week of your initial phone call, please get in touch with us on the telephone number above.
- **If you collected this claim form from your local jobcentre:** you should have already had your New Claim Appointment booked for you when you collected your form. You do not need to call us.

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Your claim will not be looked at until you have been to your appointment.

If you are unable to attend a New Claim Appointment at your local jobcentre due to your illness, disability, injury or health condition let us know. We may be able to offer you further help and support.

Calls to **0800** numbers are free from landlines and mobiles.

Step 2 - Complete the form

Please make sure you complete all parts of the form before attending your New Claim Appointment. You may not be able to get new style ESA if you do not answer all the questions on the form that apply to you. If you need to provide more information you can do this in **Part 10: More information**.

If you need help completing the form, you can ask a friend, relative or an organisation that you know and trust to help you. You can also get help by contacting Jobcentre Plus.

If you are filling in this form on behalf of someone else, please make sure you also complete **Part 11** of the claim form.

If you need this form in Braille, large print or audio, please call us on: **0800 328 5644** or **Textphone: 0800 328 1344**

Step 3 - Declaration

Read, sign and date the **Part 12: Declaration**.

If you got this claim form online make sure you print your completed claim form before your appointment.

Remember, you will need to bring all parts of the claim form with you to your New Claim Appointment, along with your supporting information we have asked you to provide. You can find a list of what else you will need to bring with you to your appointment in the '**What happens next**' section of this claim form.

More information about new style ESA

What is new style ESA?

If you have an illness, disability, injury or health condition, new style ESA offers you:

- financial support if you are unable to work
- personalised help to help you get into work when you're able to, or make steps towards going back to work

Who can get new style ESA?

You can get new style ESA if your health affects your ability to work and you've paid enough National Insurance contributions in the last 2 to 3 years. To check your National Insurance record or read about National Insurance credits and contributions, visit the HM Revenue & Customs (HMRC) website at **www.gov.uk/check-national-insurance**

You may get new style ESA if you've lived or worked abroad and paid enough UK National Insurance or the equivalent in a European Economic Area (EEA) country, or a country with which the UK has an agreement.

Any earnings you get from employment, pensions or other benefits might affect how much new style ESA you're paid.

Other household income or savings will not affect your payment.

Supporting information you will need to provide

If you're getting Statutory Sick Pay, please bring your current Statement of Fitness for Work with your claim form to your New Claim Appointment. Statements of Fitness for Work are also known as fit notes, medical certificates, doctor's statements, or sick notes. If you can't get Statutory Sick Pay, you do not normally need to get a Statement of Fitness for work for the first 7 days of your illness, disability, injury or health condition. We will need to see either a letter from your doctor or an original Statement of Fitness for Work from the eighth day you want to claim new style ESA for. There is more information about what information you need to bring to your New Claim Appointment in the '**what happens next**' section at the end of the claim form.

Work Capability Assessments

As part of your claim to new style ESA, following your New Claim Appointment, you will be asked to take part in a Work Capability Assessment. This will help us understand your current illness, disability, injury or health condition.

We will ask you to read, fill in and return a Capability for Work questionnaire about how your illness, disability, injury or health condition affects your ability to work. You may then be asked to go to a face-to-face assessment with a healthcare professional.

Please note: the face-to-face assessment is not a medical examination. It is to help us understand how your illness, disability, injury or health condition affects your ability to work.

This means we can give you the right support to help you work when we can. This could include work you haven't thought about before. Not everyone is asked to go, but if you are given an appointment, it's important you attend. **If you do not fill in and send back the questionnaire, or go to your Work Capability Assessment if you are asked to, you could lose your new style ESA payments.**

We understand you might be nervous about your assessment. If you would like someone to go with you to the assessment, please take them with you. The person you take should know and understand you and your needs (for example, a relative, support worker, or friend. They must be 16 or over).

You can find out more about the Work Capability Assessment and see a video of a face-to-face assessment by visiting the Health Assessment Advisory Service website at **www.chdauk.co.uk**

After your assessment, we'll decide how much your illness, disability, injury or health condition limits your ability to work. We will make our decision using:

- the report written by our healthcare professional
- the answers from your questionnaire and,
- any other medical evidence we get from your General Practitioner (GP) or healthcare professional who knows about your illness, disability, injury or health condition.

If we find you capable of work, we will stop paying you new style ESA.

If we find that your illness, disability, injury or health condition limits your ability to work, you will be placed into one of two different groups. These are called the work-related activity group and the Support Group.

We will pay you a new style ESA assessment rate until you've had your Work Capability Assessment. The amount of benefit we pay you once you've had your Work Capability Assessment could change depending on which group you are placed in.

If you're placed in the Work-Related Activity Group or Support Group we will backdate any arrears to week 14 of your claim.

Work-Related Activity Group

If you show you're able to start doing things to prepare for work in the future, you will be put into the work-related activity group. If you are placed in the work-related activity group, new style ESA can only be paid for a maximum of 365 days.

Support Group

If your illness, disability, injury or health condition severely limits your ability to work, you will be put into the support group. There is no time limit on how long you can claim new style ESA if you're in the support group.

Waiting days

Normally, you will not get any new style ESA for the first 7 days from when you want to claim. These are called waiting days. Not everyone has to serve waiting days. For example, claimants who have been on new style ESA at any time in the previous 12 weeks.

New style ESA and Universal Credit

Check if you're eligible for Universal Credit. If you are, you could get Universal Credit at the same time as new style ESA. To find out more visit www.gov.uk/Universal-credit

If you get both Universal Credit and new style ESA at the same time, your new style ESA payment will be deducted from your Universal Credit payment - you are not guaranteed to get any extra money.

Part 1: Start your claim

What date do you want to claim new style ESA from?

You will need to provide medical evidence, for example, a Statement of Fitness for Work, to support your claim.

Part 2: About you

Surname

First name and any other names

Any other surnames you have been known by

Title

Date of birth

National Insurance (NI) number

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You can get this from payslips or from tax papers. Or get in touch with Jobcentre Plus.

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="Postcode"/>

Are you happy for us to write to you at this address?

No

Yes

If not, what is the address where you would like us to write to you?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="Postcode"/>

Email address, if you agree we can contact you by email

Mobile phone number

Are you happy for us to send you text messages about your claim?

No

Yes

Daytime phone number if different, including area code

Part 2: About you continued

Are you expecting a baby?

No

Yes What date is the
baby due?

Part 3: About your illness, disability, injury or health condition

What date did your illness,
disability, injury or health
condition start?

Please give the name of your
illness, disability, injury or
health condition as noted on
your medical certificate

Otherwise known as Statement
for Fitness for Work

Name of your doctor or
medical practice

Address of the doctor who
signs your medical statements

Otherwise known as Statement
of Fitness for Work

Phone number of the doctor
who signs your medical
statements including area code

Have you been in hospital as an
in-patient in the last 52 weeks?

No

Yes Please tell us about this below

Name of hospital

Address of hospital

Date you went into hospital

Have you come out of hospital?

No

Yes Date you came out of hospital

Part 4: Special Rules

Please read this note before answering the next two questions

We have ‘special rules’ for people who are terminally ill. This means people who are not expected to live longer than another six months.

If you qualify for special rules, then you will get a faster decision and the higher rate of new style ESA from the date your claim was made. Please ask us if you need help with applying under special rules.

Do you think special rules apply to you?

Have you already asked for, or do you have a **DS1500 Report** for a claim for Disability Living Allowance (DLA), Personal Independence Payment (PIP) or Universal Credit (UC)?

No Go to **Part 5: About work**

Yes

No Ask your doctor or specialist for a **DS1500 Report**.

The **DS1500 Report** is a report about your medical condition. You will not have to pay for it.

You can ask the doctor’s receptionist, or nurse, or a social worker to arrange this for you. You do not have to see the doctor. You should be given the **DS1500 Report** straight away. Ask for the report in a sealed envelope if you do not want anyone to see it.

If there is a delay in getting your **DS1500 Report**, still come to your New Claims appointment to prevent a delay in your claim being processed. Then send us your **DS1500 Report** as soon as you can. You will be told where to send this to at your appointment.

Yes You do not need to get another **DS1500 Report**. We will get a copy of your **DS1500 Report** from these other benefits.

Part 5: About work

We need to know about any work you are doing now. We consider you to be working if you are still employed or self-employed but are unable to work at the moment because of an illness, disability, injury or health condition.

Please tell us about any work that is:

- employed or self-employed
- full-time or part-time
- permanent or casual
- paid or unpaid
- work as a company director
- time spent on work-based training

Are you working at the moment?

Still tick **Yes** and answer the questions below if you are employed or self-employed but unable to work at the moment because of an illness, disability, injury or health condition; if you are getting Statutory Sick pay, or if you do voluntary work.

If you usually work, but are not working at the moment because of your illness, disability, injury or health condition, please tell us the date you last worked? If you worked a night shift, please tell us the date your shift ended.

How many hours a week do you usually work?

How much do you usually get paid?

How often are you paid this amount?

No Go to **Part 6: About statutory payments**

Yes Answer the following questions.

If you have more than one employer, please tell us about them in **Part 10: More information**. You will need to answer all of the questions below for each additional employer you have.

 hours

Every week

Every month

Every 4 weeks

Every year

Other, please specify

Part 5: About work continued

Employer's name

Employer's address

Postcode

Employer's phone number

Your job title

Will your employer keep paying you if you are off work because of an illness, disability, injury or health condition?

No

Yes

Is the work you do voluntary?

No

Yes

Are you self-employed or a sub-contractor?

No

Yes

Part 6: About statutory payments

Please read this not before answering the next few questions.

We need to know about any statutory payments you are getting from your employer, or have claimed in the past. We will tell you if they affect your claim for new style ESA.

For example, you must tell us about:

- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Shared Parental Pay

These types of payments are required by law. They are paid by an employer to an employee if the employee satisfies the qualifying conditions.

Are you currently getting any statutory payments?

No

Yes Answer the following questions.

If you need to tell us about any other statutory payments, tell us in **Part 10: More information**. You will need to answer all of the questions below for each additional statutory payment you get.

If you are getting Statutory Sick Pay, please bring your SSP1 form with you to your New Claims Appointment.

Name of statutory payment

Who do you get your statutory payment from?

How much money do you get, and how often?

£

Every week

Every month

Every 4 weeks

Every year

Other, please specify

What day is it paid?

Have you ever had a statutory payment in the past?

No

Yes If yes, tell us about this statutory payment below

Name of statutory payment

Who did you get your statutory payment from?

Part 6: About statutory payments continued

How much money did you get, and how often?

£

- Every week
- Every month
- Every 4 weeks
- Every year
- Other, please specify

Date of the last payment or the date you stopped being entitled to get the statutory payment

/ /

Part 7: About pensions

Are you currently getting any pensions?

By 'pension' we mean:

- an occupational pension
- a personal pension
- a retirement annuity contract
- a payment from the Armed Forces Compensation Scheme

Tick **Yes** if you get:

- regular pension payments
- an annual compensation payment from a previous job
- lump sum payments from an occupational or personal pension, these could be paid yearly
- payments from the Pension Protection Fund
- Financial Assistance Scheme payments

What type of pension are you getting?

No Go to **Part 8: About permanent health insurance**

Yes Please tell us about them below.

If you have more than one pension, please tell us about them in **Part 10: More information**. You will need to answer all the questions below for each additional pension you get.

- Personal pension
- Occupational, work or employee's pension
- Retirement annuity contract
- Public service pension
- Pension paid to you as a beneficiary

Part 7: About pensions continued

Name of your pension or annuity provider

Address of your pension or annuity provider

Postcode

Phone number of your pension or annuity provider, including area code

How much is the pension **before** any deductions? For example, deductions like income tax. And how often is it paid?

£

Every week

Every month

Every 4 weeks

Every year

Other, please specify

How much is the pension **after** any deductions?

£

Every week

Every month

Every 4 weeks

Every year

Other, please specify

How much are the deductions and what are they for?

£

for

£

for

£

for

When did the pension start

/

/

Part 7: About pensions continued

Did you choose to take regular income from the pensions scheme instead of buying an annuity?

No Go to **Part 8: About permanent health insurance**

Yes

Was this the maximum income you could take?

No

Yes

Did you inherit your pension?

No

Yes

Part 8: About permanent health insurance

Do you currently get any permanent health insurance payments?

No Go to **Part 9: How we pay you**

Yes Please tell us about them below.

If you have more than one permanent health insurance payment, please tell us about them in **Part 10: More information**. You will need to answer all the questions below for each additional permanent health insurance payment you get.

Name of the employer or company paying the permanent health insurance premiums

Address of the employer or company paying the permanent health insurance premiums

Postcode

Phone number of the employer or company paying the permanent health insurance premiums, including area code

Has your contract of employment ended with this employer?

No

Yes When did it end?

Have you contributed more than half of the premiums towards any permanent health insurance payment?

No

Yes

Part 9: How we pay you

Please tell us your bank or building society account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook, bank card or bank statements. If you do not know the account details, ask the bank or building society.

- you can use an account in your name, or a joint account
- you can use someone else's account if:
 - The terms and conditions of their account allow this, and
 - They agree to let you use their account, and
 - You are sure they will use your money in the way you tell them
- you can use a credit union account. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- if you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only

We pay money directly into your bank account.

Many banks and building societies will let you collect your money at the Post Office.

We will tell you when we make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account.

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement

Full name of the bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-23-56

 - -

Account number

Most account numbers are 8 numbers long

Building society roll or reference number

If you are using a building society account, you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Part 10: More information

If you:

- have more than one employer
- get more than one statutory payment
- have more than one pension
- get more than one permanent health insurance payment

then you can tell us about them here. If there is not enough space, please use a separate sheet of paper. Make sure that you:

- write your full name and National Insurance number on each sheet of paper
- sign and date each sheet that you use

Do not tell us about your disability, illness or health condition here. We will send you a questionnaire about this later.

Part 11: Filling in this form for someone else continued

I am signing this form for someone else because

- I have Power of Attorney for them**
Remember to sign the **Declaration** in **Part 12**
- I am a receiver or deputy for them under a Court of Protection Order, or in Scotland a tutor, curator or guardian appointed in terms of the law.**
Remember to sign the **Declaration** in **Part 12**
- The Department for Work and Pensions has already appointed me to get their benefits and to deal with letters about their benefits.**
We will send all letters about this claim directly to you.
- They cannot manage their own affairs because of a disability, illness or health condition.**
We will get in touch with you about this. The Department for Work and Pensions may appoint you to get their benefits and to deal with letters about their benefits.
- They cannot sign for themselves because of their disability, illness or health condition.**
We will get in touch with you about this.

If the person does not know you are signing this form for them, please tell us why.

Part 12: Declaration

By submitting this claim you agree that the information you've given is complete and correct. While you're receiving new style Employment and Support Allowance, you'll report changes to your circumstances straight away.

If you give wrong or incomplete information, or you do not report changes, you may:

- be prosecuted
- need to pay a financial penalty
- have your new style Employment and Support Allowance reduced or stopped
- be paid too much new style Employment and Support Allowance and have to pay the money back

If we pay you less than we should, we may pay you the money that we owe you.

I agree that:

- the Department for Work and Pensions
- any approved health care professional advising the Department
- any organisation with which DWP has a contract for the provision of assessment services may ask any of the people or organisations mentioned on this form for any information which is needed to deal with:
 - this claim for benefit
 - any request for this claim to be looked at again and that the information may be given to that approved health care professional or organisation to the Department.

I agree to my doctor, or any doctor treating me, being informed about the Secretary of State's determination on:

- limited capability for work
- limited capability for work related activity, or
- both

This is my claim to new style Employment and Support Allowance

Signature

Date

Please tick this box if someone **filled in this claim form for you.**

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard service you can expect from us can be found at www.gov.uk

You can access our website from many libraries. For more information, please contact Jobcentre Plus.

Equality and diversity

We are committed to treating people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs. Please contact us if you have any concerns.

How we collect and use information

When we collect information about you we may use it for any of our purposes. These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please see

www.gov.uk/dwp/personal-information-charter

What happens next

If you need to book a New Claim Appointment, do this straight away to continue your claim to new style ESA. Information about if you have to do this and how to do it can be found at the start of this claim form.

You will need to provide the following at your New Claim Appointment:

- **this claim form**
- **your medical statements** (otherwise known as a Statement of Fitness for Work or 'fit note')
- **it is important that you provide proof of your identity at your appointment.** Please look at **page 21 'Confirming your identity'** for a full list of what you should provide

You should also provide (if applicable):

- DS1500 Report
- SSP1 form
- proof of any pensions
- proof of payments from a permanent health insurance policy

We will not be able to deal with your claim or there may be a delay in processing your claim if:

- you have not answered all the questions on this form that apply to you
- you do not arrange a New Claim Appointment with your work coach if you need to
- you do not bring the information we have asked for to your New Claim Appointment

After your New Claim Appointment, we will write and tell you when the Work Capability questionnaire is being sent to you. This questionnaire will be about your disability, illness or health condition. Please look out for this in the post.

If we can pay you new style ESA we will write to you to tell you how your benefit has been worked out and how you will be paid. We will pay you into the account you have told us about.

If we cannot pay you new style ESA we will write to you to tell you why and what to do if you disagree with the decision.

Confirming your identity

It is important that we can be sure of your identity when you claim new style ESA. We will need to see official documents that help prove your identity. A National Insurance number is not proof of identity.

Please take a look at the list below to see what you will need to provide at your New Claim appointment. You will need to have:

- **one** document from the **List 1**,
- and **two** documents from **List 2**.

List 1, provide **one** of the following current documents:

UK passport

EEA passport

UK photo driving licence (both parts)

If you do not have any of the above, you can provide

National identity card

Residence permit or card

Immigration status document

Registration or naturalisation certificate

List 2, provide **two** of the following original documents:

Birth certificate

Recent bank or building society statement

Council tax statement

NHS medical card

If you do not have any of the above, you can provide

Debit or charge card

Expired passport

Expired full or provisional UK driving licence

Local authority rent card

Marriage or civil partnership certificate

Registration or naturalisation certificate

Tenancy agreement

Official use only

Has the claimant ID been verified?

No

Yes

Has the Claimant Commitment been accepted?

No

Yes

Is this a dual or new style only claim?

Dual

New style only

Do special rules apply?

No

Yes

Interviewing officers signature

Date